



# SAFE DRIVING POLICY

Those who drive a vehicle for work purposes are required to comply with the provisions of this policy. This policy is in place to promote driver safety, vehicle safety and safe driving.

## AIM

To improve workplace road safety and reduce mistakes which lead to increased risk of a crash and injuries, by ensuring drivers are provided valuable information to mitigate that risk and promote better safer drivers within the business. We will take all reasonably practicable steps to:

- provide a safe work environment
- prevent work-related road crashes
- protect workers from injury
- promote safe driving behaviours

## OBJECTIVES

To ensure those who drive company or other vehicles as part of their work demonstrate safe, efficient driving skills and other good road safety habits at all times, as well as display the highest level of professional conduct when driving a company vehicle.

## CODE OF CONDUCT

Our code of conduct includes the expected standards and behaviours of all workers. These standards and behaviours extend to your conduct while driving company vehicles or your own vehicles for work purposes; drivers must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions in company vehicles will be viewed as serious breaches of conduct and disciplinary action may be a consequence:

- drinking alcohol or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- acquiring demerit points leading to suspension of licence
- using a mobile phone (without the use of a hands-free kit) while driving
- any actions that warrant the suspension of a licence

## RESPONSIBILITIES AS A DRIVER:

### Authorised

- all drivers must hold a current driver licence for the class of vehicle they are driving, and this licence is carried when driving a vehicle. A copy of the driver's licence must be held on the employee's personnel file
- immediately notify the Directors if your driver's licence has been suspended or cancelled, or has had limitations placed upon it



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## Maintenance /servicing

- ensure the vehicle maintenance/servicing is in accordance with the lease/manufacture's maintenance programme
- ensure the vehicle has a current WoF, Registration and RUC (for diesel vehicles)
- conduct a walk around safety check of the vehicle before use
- report vehicle defects to the Directors before the next vehicle use
- complete a monthly vehicle safety check (HS-F012)

## Reporting Vehicle Incidents

- Report any near hits, crashes and scrapes to the Directors, including those that do not result in injury within 24 hours
- All incidents involving company vehicles or workers during work time will be recorded and investigated by a representative of Core Civil Construction.
- Those involving any notifiable events will be advised to the Directors, who will notify WorkSafe NZ as per reporting requirements in the Health and Safety at Work Act 2015 (HSWA).

## Traffic and Parking Infringements

- report infringements to management at the earliest opportunity
- fines for driving offences including parking, speeding and use of mobile phones without a hands-free kit, are the responsibility of the driver and will not be paid or reimbursed by Core Civil Construction.

## DRIVER SAFETY

Core Civil Construction encourages safe driving behaviour within our business. All drivers are expected to:

- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- comply with legislation when driving
- drive within the legal speed limits, including driving to the conditions
- ensure all persons travelling in a vehicle while on company business always wear a seat belt
- when a load is carried, the driver is responsible for ensuring the load is tied down/secure to prevent movement during transit
- never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so may result in disciplinary measures
- take regular and adequate rest breaks, at least every two hours, and limit work hours to avoid driver fatigue
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments. Restrict workdays, including drive times, to no more than 13 hours per day. A 10-hour break between shifts/workdays is to be taken, including at least a 24-hour rest period after working a total of 70 hours
- attend all driver training courses as indicated by the Directors, including any driver assessments.

## Distractions

- the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so
- the driver will check maps or set the navigation destination before setting off



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- mobile phone use when driving should be avoided where possible. If unavoidable, using a mobile phone while driving must be via a hands-free kit in accordance with the law. If the car is not fitted with a hands-free kit, mobile phones cannot be used while driving
- the driver shall not participate in video calls using hands-free kit. Drivers must pull-over in a safe location to participate in video calls
- the driver will not undertake other activities while driving that could distract them from driving safely, such as eating, reading, shaving etc
- If a worker is driving their own vehicle for the purposes of work, the same policies apply.

### RESPONSIBILITIES AS AN EMPLOYER:

Core Civil Construction will take all steps to ensure company vehicles are as safe as possible. We will do this by giving priority to safety features when selecting new vehicles, including:

- only selecting vehicles that rate four or more stars on the ANCAP (Australasian New Car Assessment Program) tests
- choosing vehicles with ESC (Electronic Stability Control), ABS brakes and side head-protecting airbags
- fitting all vehicles with a first aid kit, reflective vest, torch, and emergency triangle
- ensure all workers are aware of this policy and that associated policies and procedures are followed
- ensure workers that are required to drive in the course of their work hold a current driver licence for the class of vehicle they are driving, and this licence is carried when driving. A copy of the driver licence must be held on the employee's personnel file
- ensure the vehicle maintenance/servicing is in accordance with the lease/manufacture's maintenance programme
- ensure the vehicle has a current WOF, Registration and RUC (for diesel vehicles)
- investigate motor vehicle incidents
- management will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc
- ensure vehicle safety checks are carried out monthly
- Identifying driver training needs and arrange appropriate training or retraining, including providing:
  - a thorough induction to the company's health and safety policies
  - driver training opportunities to all workers
  - arrange driver assessments where appropriate



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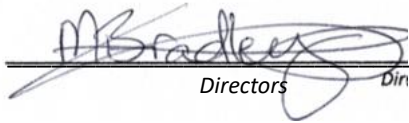
## POLICY REVIEW

This policy is reviewed for two years or following any legislative or industry changes.

### We measure the success of the policy at the review date.

The success of this policy will be measured by the increase or decrease in:

- the number of crashes involving company vehicles
- the number of at-fault crashes involving company vehicles
- the number of traffic infringements received
- recorded GPS over-speeds
- the costs of repairs and maintenance
- other financial costs associated with vehicle use
- the average cost of vehicle-related workers' compensation claims.

  
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Directors

Date: August 2025